



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMCCC

23 March 2005

MEMORANDUM FOR Army Legal Community

SUBJECT: U.S. Army Materiel Command Continuing Legal Education Program

1. I am pleased to invite all members of the Army Legal Community to attend the U.S. Army Materiel Command's 2005 Continuing Legal Education Program, June 6-10, 2005, at the New Orleans Marriott Hotel, New Orleans, Louisiana.
2. This year's theme is "The AMC Legal Community: Dedicated to Support of the Warfighter". Our program includes presentations by senior Government officials on a wide range of important topics including NSPS, Ethics and Acquisition. We will conduct modules to address the impact of new laws, regulations and policies. Attached for your information are administrative notes which provide further details of our program and a draft agenda.
3. Please direct all questions to Maria Marigny at (703) 806-8271 or DSN 656-8271.


KATHRYN T.H. SZYMANSKI
Command Counsel

Enclosures

**ADMINISTRATIVE INFORMATION
FOR ATTENDEES
AMC CONTINUING LEGAL EDUCATION PROGRAM
6 – 10 June 2005**

"THE AMC LEGAL COMMUNITY: Dedicated to Support of the Warfighter"

The following administrative information is provided in preparation for attendance at the upcoming AMC CLE Program.

1. **DATE AND LOCATION.** The Program will be held 6-10 June 2005 at the New Orleans Marriott, 555 Canal Street, New Orleans, Louisiana 70130-2300 Phone: (504) 581-1000. Hotel information can be accessed at the following website: www.stayatmarriott.com.
2. **GROUND TRANSPORTATION.** The airport provides a 24 hour shuttle bus service that is available from the airport to the hotel - cost approximately \$13.00 one-way. It is recommended that participants share the use of taxis from the airport to the hotel - the one-way cab fare from the airport to the hotel is approximately \$28.00 per person not to exceed two passengers. The fee for the taxi is \$13.00 for each additional passenger after two or more passengers. The hotel is approximately 30 minutes (by taxi) from the airport. Rental cars are not authorized for any participants.
3. **REGISTRATION FORM AND FEES.** **Please complete and return the attached registration form along with a check for the registration fee no later than 9 May 2005 to ensure your attendance at the 2005 CLE Program.** A registration fee of \$190.00 (fully reimbursable) per attendee covers program material, hotel support, and two meals (one breakfast and one lunch). **The registration fee does not cover charges for your hotel room and incidentals.** We will only accept a personal check made payable to **Continuing Legal Education Program Fund.** Please mail to:

Headquarters, U.S. Army Materiel Command
ATTN: AMCCC, Maria Marigny
9301 Chapek Road
Fort Belvoir, Virginia 22060

or

FEDEX ADDRESS:
Headquarters, U.S. Army Materiel Command
ATTN: AMCCC, Maria Marigny
1412 Jackson Loop
Fort Belvoir, Virginia 22060

If possible, please fax your form to Maria Marigny DSN 656-8874, commercial (703) 806-8874 before you drop it in the mail.

4. **RESERVATIONS.** A block of rooms at the New Orleans Marriott has been reserved for our program. These rooms are available to the Government at the per diem rate of \$109.00. The hotel has agreed to extend the TDY rate for the Saturday and Sunday before and the Friday and Saturday after the program for those wishing to come early or remain later at their own expense **depending on room availability.** **ALL RESERVATIONS SHOULD BE MADE BY ACCESSING THE WEBSITE: www.stayatmarriott.com/USArmyMaterielCommand/. YOUR REQUESTED**

HOTEL RESERVATIONS MUST BE MADE NLT 9 May 2005. All **cancellations** must be made no later than **3 June 2005** or the attendee will be charged for one night's lodging. All attendees on TDY to the area are required to stay at the New Orleans Marriott.

5. **HOTEL PHONE, INTERNET, AND FAX CHARGES.** The hotel policy dictates a \$1.00 phone charge for all local calls - use of 1-800 numbers are free of charge. All outgoing faxes are \$1.00 per page; incoming faxes are no charge. Regular internet service is no charge. The use of **High Speed Internet** requires a \$9.95 flat rate fee per day.

6. **ARRIVAL AND REGISTRATION.** You should plan to arrive after check-in time (1500 hours) on 6 June 2005. Program registration will be between the hours of 1500 - 1900 on 6 June 2005. Registration will be held on the second floor outside of Preservation Hall.

7. **PROGRAM DURATION AND DEPARTURE.** The training program will commence at 0730 hours on 7 June 2005 and adjourn at 1100 hours on 10 June 2005. Please note the program is three and one-half days. ***Do not make return reservations that would require you to leave the program before 1100 on 10 June 2005.*** The hotel is 13 miles (approximately 30 minutes) from the airport.

8. **DRESS. PLEASE NOTE THE DRESS FOR ALL CIVILIAN AND MILITARY ATTENDEES IS BUSINESS CASUAL FOR THE ENTIRE PROGRAM.** NAME TAGS SHOULD BE WORN DURING ALL SESSIONS INCLUDING THE RECEPTION.

9. **RECEPTION, BREAKFAST AND LUNCHEONS.** All participants are requested to attend a reception starting at 1800 hours on 7 June 2005 in the hotel's Preservation Hall (Salon 1&2). The program includes one breakfast (Friday) and one lunch meal (Thursday). If you have any family members, significant others, or additional guests who would like to attend, please contact Maria Marigny, DSN 656-8271 or Commercial 703-806-8271.

10. **MESSAGES, FAX, PHOTOCOPYING, AND AUDIO-VISUAL SUPPORT.** The telephone number for the hotel is (504) 581-1000. Incoming calls will be forwarded directly to your voicemail in your room phone. Urgent messages will be delivered to participants by our staff. Please anticipate your administrative needs for the program. Our budget will not allow us to photocopy handouts for speakers or pay for faxing. ***If you have audio-visual requirements, please inform Maria Marigny prior to 29 April 2005.***

11. **SLIDE SUSPENSE.** If you are a presenter at the CLE and you have a slide presentation, please send **slides** no later than **13 May 2005** to Maria Marigny. You may also email your slides to the following address: maria.marigny@us.army.mil.

12. **CLE CREDIT FOR STATE BAR.** CLE credit with State Bars may be obtained by placing your name on a designated list located at the reception table on the last day of the program. Attendance will be verified for each session, as each state requires verification in order to receive CLE credit.

13. **FURTHER INFORMATION.** For additional information, please contact Maria Marigny, DSN 656-8271, commercial (703) 806-8271. FAX number DSN 656-8874, commercial (703) 806-8874.



**AMC CONTINUING LEGAL EDUCATION PROGRAM
NEW ORLEANS MARRIOTT
NEW ORLEANS, LA
6 – 10 JUNE 2005**

1. Please find an enclosed check in the amount of \$190.00 for my attendance at the 2005 Army Materiel Command Continuing Legal Education Program. I understand the cost of the program is reimbursable on my travel voucher.
2. Checks are payable to: **Continuing Legal Education Program Fund**. A \$30.00 return check fee will apply for all returned checks.
3. I understand that I am responsible for my hotel accommodations and I can make my hotel reservations on the website provided: www.stayatmarriott.com/USArmyMaterielCommand/.
4. I understand that the conference fee does not cover charges for my hotel room and incidentals.
5. I also understand that as an active duty military member or a government employee that I am tax exempt for hotel tax charges. I must return this form no later than 9 May 2005 to receive tax exemption for my hotel room.
6. **Vegetarian plate requested for the luncheon on Thursday.** Yes _____ No _____
7. Any questions, please call Maria Marigny at DSN 656-8271 or Commercial (703) 806-8271.

PRINT YOUR NAME AND COMMAND (As it will appear on your Certificate of Attendance)

Print your name as you wish it to appear on your name tag
e.g. Robert as "Bob" – Susan as "Sue"

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ANNUAL AMC
CONTINUING LEGAL EDUCATION PROGRAM
6 – 10 June 2005
THE NEW ORLEANS MARRIOTT
NEW ORLEANS, LOUISIANA

“THE AMC LEGAL COMMUNITY: Dedicated to Support of the Warfighter”

PROGRAM AGENDA

MONDAY, 6 JUNE

1500 – 1900	REGISTRATION	Galerie Booth (2nd Floor)
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TUESDAY- 7 JUNE

0730 - 0800	COFFEE	Foyer (2nd Floor)
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0800 - 0810	WELCOME Colonel David Howlett Staff Judge Advocate Headquarters, U.S. Army Materiel Command	Galerie 3
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0810 - 0910	COMMAND COUNSEL RETROSPECTIVE Kathryn T.H. Szymanski Executive Deputy to the Commanding General (A) U.S. Army Materiel Command	Galerie 3
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0910 -0955	DoD TRANSFORMATION AND THE INTERNATIONAL THREAT ENVIRONMENT Michael P. Noonan Research Fellow (Defense Policy) Deputy Director, Program on National Security Foreign Policy Research Institute	Galerie 3
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0955 -1015	BREAK	
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1015-1100	DoD TRANSFORMATION AND THE INTERNATIONAL THREAT ENVIRONMENT (Continued)	Galerie 3
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1100-1200	FRAUD & ETHICAL DECISION MAKING William Guinan Chief Counsel U.S. Army Audit Agency (Invited)	Galerie 3
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1200-1330	LUNCH	
1330 – 1430	ELECTIVES -Other Transactions -GSA/Task Order Contracting Reforms -Environmental Compliance -NSPS Labor Update	<i>Galerie 5 Galerie 2 Galerie 4 Galerie 1</i>
1430-1440	BREAK	
1440-1540	ELECTIVES -Acquisition: Developmental and Operational Testing -Contingency Contracting -Ethics Update (Also offered at 1440 hrs. on Wednesday) -NSPS Adverse Actions & Appeals Update	<i>Galerie 2 Galerie 1 Galerie 5 Galerie 4</i>
1540-1600	BREAK	
1600-1700	ELECTIVES -AMC Contracting Issues -Foreign Military Sales Update -Environmental Restoration -NSPS Human Resources Update	<i>Galerie 2 Galerie 5 Galerie 4 Galerie 1</i>
1800-1930	COMMAND COUNSEL WELCOME RECEPTION Robert J. Parise Command Counsel (A) Headquarters, U.S. Army Materiel Command	<i>Studios 1-2</i>
<u>WEDNESDAY, 8 JUNE</u>		
0730- 0800	COFFEE	<i>Foyer (2nd Floor)</i>
0800-0845	ARMY GENERAL COUNSEL PERSPECTIVE Avon Williams Acting General Counsel Department of the Army	<i>Galerie 3</i>
0845-0945	NSPS OVERVIEW Melinda McMillon Darby Assistant G-1 for Civilian Personnel Department of the Army	<i>Galerie 3</i>
0945-1000	BREAK	

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1000-1100	BRAC OVERVIEW Darryl Powell Chief, Stationing Office Headquarters, U.S. Army Materiel Command	Galerie 3
1100-1200	LIFE CYCLE MANAGEMENT COMMANDS Victor J. Ferlise Deputy to the Commanding General U.S. Army Communications-Electronics Life Cycle Management Command Dr. Richard W. Amos Deputy to the Commanding General U.S. Army Aviation and Missile Command Fred W. Allen Chief Counsel U.S. Army Aviation and Missile Command Mark Sagan Chief Counsel U.S. Army Communications-Electronics Life Cycle Management Command	Galerie 3
1200-1330	LUNCH	
1330 – 1430	ELECTIVES -Ask GAO -Patent Year in Review -BRAC Implementation (Also offered at 1600 hrs. on Wednesday) -EEO Update	Galerie 5 Galerie 4 Galerie 2 Galerie 1
1430-1440	BREAK	
1440-1540	ELECTIVES -Fiscal Law -Army Trademark Licensing Program -Ethics Update -Personnel: Suitability Determinations	Galerie 2 Galerie 1 Galerie 5 Galerie 4
1540-1600	BREAK	
1600-1700	ELECTIVES -Organizational Conflicts of Interest -Cross Licensing Agreements/Government Patent Licensing Rules -BRAC Implementation -Intergovernmental Personnel Act Mobility Program	Galerie 2 Galerie 1 Galerie 5 Galerie 4

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THURSDAY, 9 JUNE

0730- 0800	COFFEE	<i>Foyer (2nd Floor)</i>
0800- 0810	ANNOUNCEMENTS <i>Colonel David Howlett Staff Judge Advocate Headquarters, U.S. Army Materiel Command</i>	<i>Galerie 3</i>
0810-0855	THE JAG CORPS PERSPECTIVE <i>Major General Michael J. Marchand The Assistant Judge Advocate General Department of the Army (Invited)</i>	<i>Galerie 3</i>
0855-1010	FISCAL <i>Speaker Pending</i>	<i>Galerie 3</i>
1010-1030	BREAK	
1030-1130	COMMANDER'S PERSPECTIVE <i>General Benjamin S. Griffin Commanding General U.S. Army Materiel Command</i>	<i>Galerie 3</i>
1130-1330	AMC ATTORNEY AWARDS PROGRAM AND LUNCHEON <i>General Benjamin S. Griffin Commanding General U.S. Army Materiel Command</i>	<i>Studios 1-2</i>
1330-1350	SES CEREMONY (ROBERT PARISE) <i>General Benjamin S. Griffin Commanding General U.S. Army Materiel Command</i>	<i>Studios 1-2</i>
1350-1400	BREAK	
1400-1500	ETHICS PANEL	<i>Galerie 3</i>

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FRIDAY, 10 JUNE

0700-0730	BREAKFAST	Studios 1-2
0730-0900	CONGRESSIONAL SESSION	Galerie 3
0900-0915	BREAK	
0915-1045	"MEET THE PRESS"	Galerie 3
1045-1100	COMMAND COUNSEL PROSPECTIVE <i>Robert J. Parise</i> <i>Command Counsel (A)</i> <i>Headquarters, U.S. Army Materiel Command</i>	Galerie 3

LEXIS\NEXIS, will be available on Tuesday, Wednesday and Thursday, 7 – 9 June 2005 in the Foyer Area to give instructions on LEXIS. They will provide either basic or advanced legal research instructions on request.